Minutes of Pub. Committee held
January 18, 1912

Present Mrs. Walker, Ch., Mrs. Corning, Mrs. Sackett, Mrs. Pingry of Pub. Committee, Miss Fraser, Mrs. Gildersleeve, Miss Petrie, Mrs. Potter and Miss Finks, ~~Executive~~ Administrative Officers.

The Chairman rapidly ran over the schedule presented last year by the office giving reasons why certain things had not been carried out.

Moved and carried that a revision of Historical Sketch of Woman's Board be deferred for the present.

Mrs. Potter presented a report of the needs of the Westminster Guild.

Moved and carried that the Westminster Guild committee be empowered to prepare or have prepared such leaflets as are needed.

Motion by Miss Petrie that the Sec. of Guild Work be permitted to distribute sample copies of literature free at her discretion.

Motion by Mrs. Gildersleeve that we use the Board's leaflets on Immigration until we have a definite policy for work among foreigners seconded and carried---

Moved and carried that literature on "Young People's Place in Missions" be left to Miss Petrie and Mrs. Gildersleeve. As Miss Crowell is working on Mexican leaflet, moved the topic be supplemented by leaflets written by Miss Prudence Clark, if she can be secured for the work.

Motion by Mrs. Corning that articles written by Miss Fish for H. M. M., November 1911, be revised and issued in leaflet form. Carried.

Motion by Miss Petrie that the article issued in H. M. M. entitled "Objects Personified" be issued in leaflet form---Miss Crowell. Carried.

Moved that "Early Stories and Songs" be noticed favorably in H. M. M. to be prepared by Mrs. Sackett. The book also to be listed in our catalogue.

Moved that the leaflet "How to meet the Mormon Missionaries" be revived and revised and issued--carried. Miss Crowell.

Moved and carried that Mr. Adams be asked to prepare a leaflet on "Present Conditions of our Work in Utah"--

Moved and carried that "What the Mormons Teach" by Rev. Wildman Murphy be issued by our Board, details to be worked out by Miss Fraser.

Moved that Mr. Hans Freece be asked to prepare a leaflet on "Mormonism in Europe"---carried.

Field Leaflets

1. New Jersey Academy, Miss Long (Mrs. J. M. Cathcart)
2. Mt. Vernon)
   Manchester) Mr. Adams
   Harlan) One leaflet only
3. The Group of Asheville Schools, Prof. Childs.
4. Indian work in California.
   Motion carried that a member of "California and her Indian Children" be secured for our literature Dept.
5. Ozark Work in Missouri, not this year.
6. Aguadilla) Porto Rican Schools
   Mayugues) Pub. Com. ---- Probably Miss Crowell
   Pueblo Nueva)
9. Sheldon Jackson School, Alaska, Miss Fraser
10. Leaflet covering medical work of entire field, Miss Crowell
11. Statement regarding Scholarships, Boxes, Honorary Membership, Mrs. Gildersleeve.

Historical Pamphlets, Miss Crowell

Books, The "Southern Mountaineers" Revised. Dr. Wilson

Mao Talks - Need of map talks conceded - - author deferred.

Map.

Motion carried 2000 copies for $2800.
Vote of thanks to Mrs. Corning.

Topics for leaflets and other helps suggested in correspondence
Be omitted.

Narrative Leaflets
Revive good old leaflets Miss Crowell supervise

Reprints
"One Little Injun" Attractive form. Miss Crowell.
Miss Manatt's, 1, 2 & 3. Attractive form not expensive.

Biographical Sketches
Marcus Whitman, probably a reprint of Miss Brain's
John Eliot
David Brainerd
Mrs. Robertson, endeavor again to secure this from Miss Robertson
Mrs. McFarland, Mrs. Brady
Carl Schurz
Dr. Wishard request autobiography
Dr. Williamson, See Dr. Moffett

The Treasury
See Quality--not Quantity.
Dr. Schauffler--Money

Systematic Benevolence
Ask Miss White

Home Division Helps
Miss Crowell

Hero Sketches for Little People

Moved and carried that the Chairman of Pub. Com. bring to the Woman's Board and other organizations the matter of a Leaflet for organization of local societies which take up both home and foreign missions.

Copyright
Moved and carried that we secure copyrights.

Mary Hill Literature Box--carried. As a test case, one field.
The Mormon. Miss Rue

Tools in Type
Page in H. M. M. each month. Motion carried.

Home Mission Extra
Contents to be varied for the needs of hour. Miss Crowell

Monthly Topics 1913, H. M. Committee and Office

Prayer Calender Miss Crowell
16000 copies. Texts inserted when there is room.

Praise Service for 1913--carried (1913?) Miss Crowell

Sunday School Helps. It was decided to assume that a Thanksgiving program would be needed. Miss Crowell.

Summer Offering. Miss Crowell.

ANNUAL STATEMENT OF NEEDS - LITERATURE DEPARTMENT

WOMAN'S BOARD OF HOME MISSIONS OF THE PRESBYTERIAN CHURCH IN THE U.S.A.

January 10, 1912.

THE SITUATION SURVEYED.

It will be seen in the following list that emphasis is given to the immediate need of new helps for the development of the topics recommended for use in the regular missionary meeting.

In addition to the many requests that come in the mails our department receives about five hundred dollars per year from subscribers to whom we promise new literature and also leaflets on the topics. We have sent about all of our publications to those whose names have been on our list three or four years and we must have new material if we retain their patronage. The "Home Mission Extra" is sent to them regularly, but we have a list of subscribers receiving leaflets on the topics only to whom we promise ten cents worth each month, and we have nothing new to furnish them. While our promise is to supply "the latest and best that we have on the topics" we do not like to send the same ones two years in succession.

The months for which we have little or no literature are

March - topic "Immigration"
August " "Young People's Place in Missions"
November " "Mexicans in the United States"

These three months need extraordinary consideration. All of the other topics need replenishing.

While the publications we now have on the subject of Mormonism are better perhaps than those issued by any other denominational board, our lack is material on the history of Presbyterian missions among the Mormons which will be required to meet the demands of study classes using the text book on Mormonism to be published July 1912 for use next year.

Because the subject of Immigration will be given to all of our societies in the text book for 1915 it will be necessary to prepare supplemental equipment on this topic. The lack of material on Immigration in our department causes much correspondence. Every mail brings requests for it. We submit to the chairman of the Publication Committee a list that came during one week from January fourth to tenth inclusive that gives an idea of their number and character which are not at all exceptional.

It will be of special advantage in the year's work if the amount appropriated for its use may be known by the department at the beginning of the fiscal year.

The helps suggested in the following list seem absolutely essential from the viewpoint of the department. They do not represent what we would like to have but what we really need. They will help to meet actual demands of the present time.

Leaflets Describing Special Objects Assigned to Societies.

Our Woman's Board promises to supply printed information on special work supported by synodical and presbyterial societies. To make this promise good will require leaflets on the following stations.

Mormon	1. New Jersey Academy, Logan, Utah (Miss Long's entire manuscript sent to Mrs. Finks for the October 1910 "Home Mission Monthly" will do finely for this.)
Mountaineer	2. Mt. Vernon, Kentucky
	3. The group of Asheville Schools. (A leaflet giving the history, development and need for these schools. A home mission secretary recently asked: "Why does the Normal School exist when Tusculum and Maryville can meet the need?")
Indian	4. Indian Work in California.
	5. Ozark Work in Missouri.
Porto Rico	6. Aguadilla (There are many requests for this.)
	7. Mayaguez
Cuba	8. Sancti Spiritus
Alaska	9. Sheldon Jackson School. (Many requests come for information about present condition.)
Medical Work	10. A leaflet covering medical work on the entire field
Scholarships and Teachers' Salaries	11. The need of scholarships, the privileges of the scholarship holder, some incidents showing results, and reasons for assigning teachers' salaries as specials, need explanation in leaflet form.

Historical Pamphlets.

We need pamphlets giving in brief form the history of our work on each field combined with information touching the secular history, geography and people.

(Miss Crowell has begun preparations for such a pamphlet on New Mexico.)

(So many requests for Dr. Jackson's "Facts about Alaska" come to us that it seems almost impossible to do without a revision of it.)

Books.

Denominational books on the fields giving in comprehensive and permanent form not only the history but results of our work are especially needed. These should be well written by competent authors and printed in good form so as to be acceptable for library use. They would serve as valuable supplemental aids on our work in connection with the interdenominational text books for study. There is special demand for such books outside of our constituency in connection with the large missionary exhibits such as the "World in Boston".

"The Southern Mountaineers" is in its second edition and we have now only 340 copies in stock. Dr. Samuel Wilson, the author, will gladly revise and enlarge it by adding narrative and other up-to-date material for a more pretentious edition. He will be glad to know at an early date whether we wish this done.

Map Talks.

We need revised map talks for all fields except Porto Rico and Cuba. Work among Immigrants should be included in the list.

(a) Missions in Alaska
(b) Missions among Indians
(c) Missions among Immigrants
(d) Missions among Mexicans
(e) Missions among Mormons

Map.

Our department is in special need of a map locating mission schools as now we have only maps to loan. Mrs. Corning, chairman of the committee to investigate the question,has complete data for a new one.

Topics for Leaflets and Other Helps Suggested in Correspondence.

(a) How Our Mission Schools Transform Communities.
(b) How the Bible is Taught in Our Schools.
(c) Some Incidents Showing Results of the Work.
(d) What returns are made in benevolent contributions to the work by Indians and other converts on the field?
(e) Bible Reading for the Christmas Season. Many requests came this year for such a reading, and also for Christmas exercises and stories.
(f) Stickers or Seals. A request has come for stickers of the seal of the Woman's Board that can be used on letters and programs. (Letter #8458)

Narrative Leaflets.

There is special need of new narratives. If we cannot have new ones may good old ones that have been discontinued be revived?

We have on our catalogue 37 different narrative leaflets; 14 selling at one cent each, 13 at two cents, 7 at three cents, and 3 at five cents. Since January 1910 we have issued only two new leaflet stories - "Holly Berry" and "Bring Forth Your Strong Reasons"

Reprints Requested.

(a) "One Little Injun". This little leaflet we printed some years ago until the author explained that she wished the sole right to handle it and asked us to discontinue its sale. She is not now living and the copyright has expired. A friend of hers has suggested that we might now use it. If it is deemed advisable to reissue may it be printed in edition de luxe?

(b) Miss Manatt's stories that have appeared in the "Home Mission Monthly".

1. "Cousin Jane in Cuba", September 1907 H.M.M.
2. "The Teacher Taught", May 1907 H.M.M.
3. "Cuban Village Children", May 1906 H.M.M.

(c) Historical Sketch W.B.H.M. May we have a revision of this pamphlet soon, and may it include the history of the seal of our Woman's Board?

Biographical Sketches.

1. Marcus Whitman.
   Shall we reprint "The True Story of Marcus Whitman" by Miss Brain?
2. John Eliot
3. David Brainerd
4. John Sargeant, Missionary to the Stockbridges
5. Azariah Horton, first missionary to the Indians of Long Island
6. Mrs. A.E.W. Robertson
   Her daughter, Miss Alice Robertson, could write acceptably
7. Thomas S. Williamson, D.D., missionary to the Dakotas
8. Julian Nice Buck, a Ute Indian - see "Home Mission Monthly" March 1905 (The sketch in the magazine might be amplified.)
9. Jose Y. Perea
10. Carl Schurz, among the Pimas
11. Isaac Renville, of the Sioux
12. Yellow Fox, aged 90, youngest convert of the Omahas

The Treasury.

There is a special demand for a leaflet treating the system by which funds should be remitted to our treasury, the various funds to which contributions are credited, and reasons for systematic receipts and disbursements, also what percentage of money contributed goes to the field.

Systematic Benevolence.

We should have two or three good leaflets on this topic, also one showing methods for developing a system of giving in local societies.
(Miss White, our former treasurer, has an address on the quality of gifts that she would doubtless prepare for leaflet form.)

Home Division Helps.

A leaflet of simple instructions for secretaries of the Home Division in societies is much needed. The increasing development of this department is one of the results of the membership campaign and inquiries for aid are frequent.

Here Stories for Little People.

The president of Baltimore synodical society believes that such stories in simple words would not only educate but greatly increase interest among our children. She advises that they be well written so as to present a vivid picture to the mind of the child.

Calendar for Children.

The president of Baltimore synodical society requests that we issue a pictorial calendar for children which shall "hang up" and be profusely illustrated with pictures of our schools, school children and teachers.

Shall We Copyright Publications?

So many of our leaflets and plans for work are reprinted by other societies, magazine editors and boards without permission from or credit to our department that it seems wise to protect our own publications. The expense of securing a copyright is only one dollar. Does the committee favor such protection?

Mary Hill Missionary Literature Box.

So many societies and individuals make application to us for boxes that may be used to develop this plan for circulating literature that we feel confident of a good sale of plain ones prepared with labels and pencil inside if we may have them. Last spring our printer quoted $32.76 as the cost for 500 (6 1/2 cents each;1000 would be approximately less: selling price can be 10 cents postpaid.) Not only our home mission but the foreign societies would use them, and we feel reasonably certain that the Foreign Board will develop the idea if we do not soon accept it. Local secretaries of literature and secretaries of Home Departments can utilize the boxes to advantage. One presbyterial secretary of literature in New York synod paid for the manufacture of fifty herself which have been circulated with good results.

It seems to us that the Leader's Box can be utilized in a remarkable way by study class leaders and we would recommend that 1000 be prepared on Mormonism the subject which will be studied next year. This would mean an outlay of about $175.00 and we could sell the boxes for thirty-five cents each. If this one proves a success it would be fine to issue similar boxes each year for succeeding studies. The pictures prepared for their covers could be made so as to meet the need under item. Please see sample boxes and letters.

"Tools in Type".

If the committee do not approve the continuation of this advertising aid in the form in which it has hitherto been published may we retain the title that really cost some gray matter and issue it in less expensive form? The amount which may be expended might be suggested so we can keep within its limits. It really seems necessary to have some advertising

circular in the form of a periodical that can be mailed direct to local secretaries of literature and others to remind them of latest issues. Such a sheet as "Tools in Type" can be sent without offending these officers who really have not yet learned to live up to their privileges in the work of advertising.

"Home Mission Extra" (Change of name suggested.)

For this little monthly which for seasons known has never been advertised except in correspondence we have 61 regular subscriptions, requiring 381 copies. It has been difficult to collect sufficient acceptable material from the teachers' quarterly reports to make it interesting and practically helpful to the workers in societies after all the items regarded suitable for publication in the "Home Mission Monthly" have been culled. Several issues that reported "Third Tuesday" meetings attracted special attention and led us to believe that it would be well to change its name to "The Third Tuesday" and to give each month an informal report and description of this monthly missionary meeting. Our editor can never utilize the information given at this time until the following year and so small a percentage of our women read the dignified reports in the religious weeklies that there seem good and sufficient reasons for the change. Indeed it can never be known whether the reports will appear in the weeklies in time for use in missionary meetings because editors, with perhaps one or two exceptions, print them when space will permit. In addition to the special subscriptions for the "Extra" it is regularly mailed to the five hundred subscribers on our "monthly" and "new" lists, and we feel confident that by increased advertising we can make it a paying publication.

Would it be permissible to print a short Treasury Paragraph in each month's issue so subscribers shall have most up-to-date information about finances?

Monthly Topics 1915.

If the Woman's Board should decide not to publish new literature on Immigration will it be well to eliminate this subject from the list recommended for monthly study?

Prayer Calendar 1915.

We should print an edition of 16,000 copies.

"As for the Home Mission Prayer Calendar, I am disappointed that the Bible verses for each day are omitted. For the year 1909 the calendar was greatly enriched by the daily texts in tune with a special theme for each month." (letter 9951)

Praise Service 1915.

The service for 1911 entitled "Certainties" has sold well. Of 15,000 copies printed we have 5,000 only remaining for spring meetings.

Sunday School Helps.

(a) Thanksgiving Program 1915. May it be suggested that when printing the special object the "school work" be emphasized instead of "General Fund" because many of our Sunday school leaders experienced difficulty last year in explaining the object to which the children's gifts were appropriated.

To avoid delays which have always occurred in settling these questions, will the committee kindly decide the number of programs and money receptacles to be issued and the amount of money that may be expended for them? (This past year 75,000 programs, all of which were used, and 100,000 coin cards were printed at a cost of $000.00, which was less than usual.)

(b) New Pictures telling a story of conditions and needs on the field could be used in many ways by all of our societies though they are needed particularly for primary Sunday school work.

Shall Reprints of the Following be Ordered?

Title.	Number in stock.
Children of the Far North	300
Holly Berry	300
Pen Pictures of our New Mexican Field	out
Life of a Mormon Girl	out
Questions and Answers on Mormonism	out
Story of Utah	out
Mahalar's Smartin' Up	100
Little Leaven, A	300
Stray Lamb Folded	100
Message of an Alaskan Life	out
Presbyterian Pioneers	out
Asheville Farm School	out
Laura Sunderland Memorial	out
Our Greatest National Inheritance	200
Twentieth Century Call to the Christian Women of America	200
Woman's Club of National Interest	out
Her Son	out
Story of a Gift	200

THE BOARD OF HOME MISSIONS
OF THE
PRESBYTERIAN CHURCH IN THE UNITED STATES OF AMERICA
156 FIFTH AVENUE, NEW YORK

STUART DODGE, D.D., PRESIDENT
IVEY C. OLIN, TREASURER

CHARLES L. THOMPSON, D.D., SECRETARY
JOHN DIXON, D.D., ASSOCIATE SECRETARY
JOSEPH ERNEST MCAFEE, ASSOCIATE SECRETARY

September 9th,1912.

Memo for Miss Rue:

Some time ago Dr. Halsey and I were appointed a special committee to consider certain problems of our Boards covered by the accompanying proposal. This proposal is now being laid before both Boards. It is understood that it will come up at the conference of our Home Board staff at 11 o'clock Wednesday September 11th. You will wish to give it careful consideration in advance so that you may offer counsel at that time.

J. M. Coffman

JOINT DESPATCH OFFICE.

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Proposed:-

1. That the Boards of Home and Foreign Missions join in establishing and maintaining an office for the despatch of all supplies. (The Foreign Board will probably not find it practicable to include its shipping to foreign destinations.)

2. That all departments of both Boards and the joint Department of Presbyterian Missionary Education commit all literature and other supplies designed for distribution throughout the country to this joint despatch office.

3. That the despatch office be equipped to handle and ship promptly all orders transmitted through any department of the Boards; and that its accounts shall be so kept as to charge against each Board and department its share of the operating expense.

4. That the despatch office at present be charged with no responsibility for initiating literature not negotiating with printers nor otherwise producing supplies; but that its duties be strictly confined to those of the prompt and economical despatch of supplies delivered to it and ordered out.

5. That, while it would seem wise to confine the duties of this office to shipping for the present, the matter of making it also a "purchasing agent" for the Boards located in New York be considered at a later date.

6. That as one important detail the office be charged with maintaining an automatic invoice system so that demand for reprints may be known in advance of the exhaustion of stock in the case of any and all pieces of literature.

7. That any Board or Department shall be at liberty to maintain in the joint office lists for the periodical despatch of literature as it may think best.

8. That the Boards and their several departments study cooperative methods and arrange their programs of circularization so that missionary literature shall reach the churches to the best possible effect.

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This proposal is made in the interests solely of economy and efficiency. Present methods are open to censure from this point of view.

Interference with liberty and initiative in the creation of literature in any department is in no sense proposed.

The foremost intention is the instalation of the most modern, prompt and accurate shipping system. The best trained shipping clerk available should be placed in charge, with competent help. The system which has given the great mail order houses a world-wide reputation is none too good for the missionary propaganda.

September 16th, 1912, a special conference of the Publication Committee and officers of the Woman's Board was held to consider the establishment of a Joint Despatch Office. Those present were Mesdames Bennett, Pingry, Gildersleeve, the Misses Rue, Petrie, Fish and Fraser.

Letters were read from Mrs. Walker, Mrs. Corning and Mrs. Sackett; later a letter was received from Mrs. Gregory. A copy of the paper prepared by Dr. Halsey and Mr. McAfee, outlining the plan for a Joint Despatch Office, had been previously submitted to each person.

Mrs. Bennett asked Miss Rue to explain advantages and disadvantages of proposed plan, which she did, and also answered many questions. Miss Rue stated that approximately 75 % of orders including remittances, were for ten cents or less, naturally making bookkeeping an expensive proposition. At present approximately ten thousand dollars is spent for administration, express and postage of the Literature Department as now maintained by the Boards of Home Missions. Of this twenty-three hundred dollars covers the salaries of four clerks, whose time is entirely used in the shipping department, no account of Miss Rue's oversight is here included. Serious exception was taken to the implication in Article IV that more might be involved in the new Joint Despatch Office than simply shipping supplies.

Question asked,"Why should Joint Despatch Office ever initiate literature?"

Question asked, "To whom would the Head of this new Department be responsible?" Also, "To whom would the stock be charged?"

After a lengthy discussion revealing how radical a change the new plan proposed, it was finally decided that the committee approve the proposition as a whole but before presenting it to the Woman's Board, desired a detailed statement of the plan including an estimate of the cost of maintaining the Joint Despatch Office, so as to show how it would be an economy in money as well as in time and efficiency.

Since the meeting Miss Rue has prepared the following detailed estimate of shipping department of our present Literature Department:-

EXPENSE OF SHIPPING DEPARTMENT

(Estimated as accurately as is possible in Literature Department)

Salaries.....	$2220.00
Express and postage reduced by $474.44 that was returned.....	631.37
Postage stamps received and transferred to Expense Account...	1232.30
Envelopes, packing, wrapping paper, twine and sundry supplies for shipping.....	455.92
	$4539.59

COPY

Memorandum for Miss Fraser

Commenting on your memoranda from the meeting of your special conference on September 16th, when the plan for the Joint Despatch Office was discussed, I should say that the request for more definite data before the plan is formally presented to the Woman's Board is wholly reasonable. The paper so far drawn up is designed only to introduce the topic and lead to its discussion by all concerned. So far the suggestion has been cordially accepted everywhere.

You raise three queries:

First: "Why should Joint Despatch Office ever initiate literature?" As stated in the paper, it is not designed that it shall do so now; nor, indeed, is it in anybody's thought that it shall <u>ever</u> initiate literature. The suggestion in No. 4 of the paper implies a possibility that it may by a re-ordering eventually "negotiate with printers or otherwise produce supplies." As the paper indicates, some of those with whom we have advised believe that a Joint Producing Agency may later seem wise, and this Office might be made such an agency. It is to be remembered that this plan has been ordered by the General Assembly, and the fulfilment of the Assembly's order awaits the action of the Executive Commission. They have taken no action yet, but it is very desirable that when they do act the Boards shall have an opportunity to shape the policy inaugurated.

Second: "To whom would the head of this new Department be responsible?" The question has not been widely discussed. It would seem to be natural that a joint committee, representing the Boards, should have general supervision.

Third: "To whom would the stock be charged?" I am not sure that I get the point. Of course the Despatch Office would keep accurate invoice and it would be held responsible for the proper handling of all material committed to it. The bills for producing the material would of course be chargeable to the agency creating the literature. The Despatch Office would not in any way be concerned with these bills.

In short, the Despatch Office would operate somewhat like a bank: instead of dollars it receives copies of leaflets and pamphlets; it pays out these values to the persons and in the numbers ordered by those who have made the deposits with it.

If I do not hit the point please allow me opportunity to try again.

(Signed) J. E. McAfee

Sept. 26, 1912.